

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DA Responses for Improvements to Yearend Processing

FROM: William F. Donnelly
Deputy Director for Administration
7D24 HQS

EXTENSION

NO.

DA 87-2479

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Comptroller

2.

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If you decide to close the fiscal year on 15 September, we will need to include in the Logistics notice an explanation of emergency exceptions.

I have also attached for your information Logistics' report on contracting activity in 1987. (Tab D)

Please contact my Management Staff with your reactions or comments.

~~SECRET~~

DA 87-2479

20 NOV 1987

MEMORANDUM FOR: Comptroller

FROM: Deputy Director for Administration

SUBJECT: DA Responses for Improvements to Yearend Processing

1. In response to your discussions with DA offices regarding improvements to the yearend process, I am forwarding reports from the Offices of Finance (OF), Logistics (OL), and Information Technology (OIT) on requested actions. Many of the alterations have been completed and others are well underway or await your input.

- o OL has simplified the Headquarters notice and is ready to publish it as soon as you indicate whether we will establish 15 September as the end of the Agency's operational year.
- o OL and OF have agreed to match the monthly closing dates of the Inventory Control System (ICS) and the General Accounting System (GAS).
- o OF and OL have established procedures to ensure that B&F officers are aware of all procurement actions and can verify outstanding commitments each month. OL will require a monthly report from each Agency procurement component on work in progress and OF will produce a separate report on outstanding commitments.
- o OIT has determined that the 1987 yearend problems were primarily due to hardware limitations, speed of execution, and access to data. They have identified several ways to alleviate these problems and do not recommend major software alterations.
- o OIT has begun to work on a report that will identify inconsistencies between ICS and GAS amounting to more than \$1,000. OIT in January will report on the progress of the project, scheduled to be completed by 1 March 1988.

ALL PORTIONS SECRET

25X1

~~SECRET~~

S E C R E T

SUBJECT: DA Responses for Improvements to Yearend Processing

2. We are making every effort to work with your office to iron out the difficulties for 1988. My staff will work with yours to track the Agency's progress through the fiscal year. Let me know if the DA can do more to help.

25X1

William F. Donnelly

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Distribution:

Original - Addressee w/att
2 - DDA Registry wo/att
1 - OL w/att
1 - OIT w/att
1 - OF w/att
1 - MS chron wo/att
1 - MS Subj w/att

S E C R E T